



Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Class Year \_\_\_\_\_ Phone \_\_\_\_\_

Date	Activity/Description  (Please refer to the descriptions of categories on the back of this form. *Give details for Other Approved Projects in space below in order to determine type).	Citizen Science <sup>2</sup>	Educational Event Planning <sup>2</sup>	Educational Garden/ Greenhouse Instructor <sup>1</sup>	Educational Garden (Maintenance) <sup>2</sup>	Educational Writing <sup>1</sup>	Extension Office Support <sup>3</sup>	Fundraiser <sup>3</sup>	Instructor <sup>1</sup>	MG Class Mentor <sup>2</sup>	MG Association <sup>3</sup>	*Other Approved Projects <sup>1 2 3</sup>	Plant Clinic <sup>1</sup>	Continuing Educ. **
<b>TOTALS</b>														

**Key to Types:**  
1- direct education  
2- indirect education  
3- support

See the VRS for more detailed info. regarding the types of volunteer categories

The OSU Extension Volunteer Reporting System (VRS) includes twelve volunteer service categories and continuing education beginning for reporting year 2017. **In order to qualify for recertification you will need to complete 20 hours of volunteer service (of which 10 need to be direct or indirect education as noted with a 1 or 2 superscript above) and 10 hours of continuing education in any Master Gardener year (Nov. through Oct.). Report your volunteer hours online at [extension.oregonstate.edu/mg/vrs](http://extension.oregonstate.edu/mg/vrs) or by turning in this form to the Master Gardener office.** Your hours will then be entered into the program for you. **Questions? Contact Karen Pleasant at 541-476-6613 or [karen.pleasant@oregonstate.edu](mailto:karen.pleasant@oregonstate.edu).** Please record your hours in the month that you earn them. 1/25/2018

**\*\*Continuing Education Hours** are those hours that MGs spend in classes and seminars which qualify for recertification credit.

**Volunteer Service Hours** The following definitions will help you decide where to report your hours. Please note: Veteran Master Gardeners need to be recertified to enter any hours under a volunteer activity that provides a direct type of education (Plant Clinic. Instructor...).

**Citizen Science (indirect):** Volunteer time spent on approved Master Gardener citizen science projects.

**Educational Event Planning (indirect):** Involvement in any kind of educational event, including any hours in support of the Seeds of Spring (SOS) gardening conference and work on planning a series of educational classes, such as the evening and Saturday community classes.

**Educational Garden (Instructor) (direct):** Any kind of gardening work which is intended to teach or instruct; not maintain only, i.e. school gardens, greenhouse instructor/mentor, garden demonstration lecture, garden mentor, garden instructor.

**Educational Garden (Maintenance) (indirect):** For demonstration gardens, greenhouses, beautification where it involves plant identification and education, i.e. community garden, school garden and other gardens and/or beautification projects. Perennial and tree program hours go under this category, too.

**Educational Writing (direct):** Any kind of media, communication, publicity, or public relations work intended to educate or inform the public or Master Gardeners, including writing articles for the JoCoMGA Newsletter or Grants Pass Daily Courier Home and Garden section, preparing for and giving a talk on the weekly KAJO radio program, and working on advertising or marketing MG educational and other events. Includes your hours for research and preparation here.

**Extension Office Support (support):** Volunteering to help in the Extension Office, such as while doing office support (filing, etc.), computer support, or database management

**Fundraiser (support):** Any involvement in any kind of fundraising activity, includes any time working at or in support of the Spring Garden Fair, Perennial Plant or Tree sales, or garden tours. This category is for sales-related activities, and working on the plants/trees goes under Educational Garden (maintenance).

**Instructor (direct):** Used for any kind of activity where you act as an instructor, teacher, or demonstrator. Includes teaching during the MG training program, at the Seeds of Spring gardening conference, for an Evening or Saturday community class, as a speaker in the community about the Master Gardening Program or gardening topics, and the Young Master Gardeners program at the library. It includes time spent researching and preparing the program as well as time in delivery of the program.

**Master Gardener Class Mentor (indirect):** Any time spent preparing for and working as a mentor during the annual Master Gardener training program conducted every winter.

**MG Association (support):** Volunteering for the association, holding an office in the association, attending association meetings at either the chapter or OMGA level.

**Other approved projects (direct, indirect, or support):** The type depends on the project. Any other volunteer work which is part of an *approved* project, such as Insect Specialist work (see separate sheet detailing types for the various activities for Insect Specialists).

**Plant Clinic (direct):** Includes work involved in any kind of plant clinic in any location. (*Trainees need to complete a minimum of 32 plant clinic hours-- of which a minimum of 24 hours are required in the Extension office plant clinic*). Ask-an-Expert hours entered here also.